

Thomas Farm Community Center Rental Agreement Guidelines

Rental Agreement Guidelines

- _____ All paperwork (except the set up plan) and full payment must be completed at the time of the booking. The person signing the contract is the one responsible for the rental and must be in attendance the day and time of the rental.
- _____ The set up plan is required one week prior to the date of the rental. The center staff will set up the tables and chairs in accordance to the set up plan. In the event that the tables and chairs need to be rearranged the staff is to be notified.
- _____ The renter is responsible for returning the room to its original condition. This includes collecting all trash. The center will provide additional trash bags and cleaning supplies.
- _____ When damage is incurred or additional cleaning is required, the \$100 security deposit may not be returned. If equipment, fixtures, etc. are damaged you will be billed for the full cost of repair or replacement.
- _____ Renters must adhere to the starting and ending times agreed upon in the rental contract. Arriving prior to the start time and remaining past the ending time will result in additional charges. Set up and clean-up is to be included in the rental time.
- _____ The renter is responsible for the behavior of all attendees. Failure to obey any facility rules and regulations, excessive noise, fighting, vandalism, etc. will not be tolerated. Attendees involved in unacceptable behavior will be required to leave immediately, or the event will be terminated.
- _____ Rentals are for private events only. Rentals are not allowed for events advertised to the public, events for which admission or tickets are sold, or for instructional classes.
- _____ The maximum number of people accommodated in the multi-purpose room is 80; one side of the multi-purpose room is 40; and the gymnasium is 200. If the number is exceeded the renter will be asked to end the event.
- _____ Staff must be notified in advance when contracted entertainment and amusement equipment are arranged for the event.
- _____ Catering or DJ equipment must be delivered and picked up on the day of the event. The center is not responsible for the equipment set-up or delivery. The facility does not supply utensils or other food handling equipment.
- _____ Cooking is not allowed in the kitchen. Foods are to be refrigerated or kept warm only. All caterers who are employed by the renter must be licensed by the Montgomery County Department of Health. The kitchen is to be shared when only one side of the multi-purpose room is rented.
- _____ Music, PA systems, etc. must be set at a volume that cannot be heard outside the rental space and outside of the building. Facility staff has full control over volume level. Amplified music is prohibited.
- _____ Renter and guests are only to use the space that is rented. The remainder of the building is for membership holders only.
- _____ Decorations are to be taped to walls only with blue painters tape. Renters must provide their own tape. Table skirts with sticky tape are not to be adhered to the tables.
- _____ Rice, confetti and glitter are not permitted. Birdseed may be used outside the building only. The security deposit will not be returned if this policy is not followed.

- _____ Alcoholic beverages are prohibited.
- _____ Smoking is not permitted in the building.
- _____ The renter must provide his or her own equipment, such as a player for CDs and IPODs.
- _____ Moon bounces are not permitted in the multi-purpose rooms. A moon bounce can be used on the grass next to the patio area when the patio is rented. The moon bounce cannot be moved indoors for inclement weather.

Patio

- _____ Outdoor grilling is not permitted on the patio; facility tables are not to be taken outside; the outdoor furniture is not to be moved. The patio is not rented when only one side of the multi-purpose room is rented and the other side of the multi-purpose room is rented to another party.

Gymnasium

- _____ The gymnasium is rented for athletic activities only.
- _____ Drinks and food are not permitted in the gymnasium. Water is permitted in non-glass containers.
- _____ Appropriate dress is required. Shirts must be worn at all times. Athletic shoes are required for play in the gymnasium.
- _____ There is zero tolerance for fighting and using foul language.
- _____ Hanging on the basketball rims is not allowed.
- _____ The renter must provide his or her own equipment, such as, balls, racquets, and stopwatches.
- _____ A moon bounce is not permitted to be used in the gymnasium.

Cancelation Policy

- _____ A 10% administrative fee will be charged for cancellations more than 60 days before the event. If reservation is cancelled 30-60 days before the event a 20% administration fee will be retained. If the event is cancelled less than 30 days prior to the event the entire rental fee will be retained.
- _____ The City of Rockville reserves the right to deny future rentals if the above is not followed.

I have read and agree to follow the City of Rockville's Rules, Policies, and Guidelines for my social event.

Renter Signature: _____ Date: _____

TFCC Representative Signature _____ Date: _____